



## SHORT-TERM RENTAL REGISTRATION STANDARDS

### **GENERAL INFORMATION:**

- A. All aspects of the 2021 Unified Development Ordinance Short-Term Rental Standards must be met (listed below).
- B. Please contact the Planning and Building Department at Town Hall for questions/concerns. 100 W State Street, M-F 9am-4pm or 765.778.8370

### **PURPOSE**

The purpose of these short-term rental standards is to comply with the provisions of IC 36-1-24 series as well as:

- a. Set an appropriate balance between the interests of the town's residents, business owners, visitors to the community, and property owners wishing to engage in short-term rental of dwellings;
- b. Ensure issues related to fire safety and life safety codes are met; and
- c. Allow homeowners to benefit from added income.

### **STRUCTURE STANDARDS**

- a. Types of Structures.
  - i. Permitted. Short-term rental units shall only be allowed in lawfully-built dwelling units that meet building code requirements. This includes:
    - (a) All or a portion of the owner's primary residence;
    - (b) An accessory dwelling in accordance with Chapter 4,
  - ii. Prohibited. Short-term rental units shall not be allowed in:
    - (a) A recreational vehicle, travel trailer, or similar structure (outside of a campground);
    - (b) A motor vehicle;
    - (c) Any structure not intended for permanent human occupancy.

### **USE AND OPERATIONAL STANDARDS**

- a. Occupancy. Maximum overnight occupancy shall be two (2) persons per sleeping area, not to exceed ten (10) people, regardless of the number of sleeping areas.
- b. Other Standards.
  - i. A sign shall be prominently posted on site that displays:
    - (a) That the structure is a registered short-term rental;
    - (b) The address of the property;
    - (c) The approved maximum occupancy;
    - (d) That quiet hours are from 10:00pm to 7:00am every day;
    - (e) A 24-hour telephone number where the owner can be reached.

### **DEVELOPMENT STANDARDS**

- a. Parking and Loading. One (1) off-street parking space is required for every two (2) sleeping areas. The Administrator may allow street parking where applicable with a written letter to the file.
- b. Zoning District Standards. All other development standards of the subject zoning district shall apply.

### **PROCEDURES**

- a. Establishment. An ILP is required to construct a new build short-term rental in order to ensure that the structure meets all of the applicable building codes and is safe and habitable. These ILP's could fall under remodel, new build, addition or accessory dwelling and must be completed before this Registration will be authorized. Existing structures will not need an ILP in most cases.
- b. Annual Registration Permit. Each short-term rental is required to be registered separately and annually in accordance with IC 36-1-24-11 thru 19 and appropriate Municipal Code.
- c. Enforcement.
  - i. Short-term rental owners who do not comply with the regulations may be subject to enforcement consequences ranging from inspections, citations, and/or revocation of registration.



# SHORT-TERM RENTAL REGISTRATION FORM

Submit applications to Hannahrose Urbanski at [hurbanski@pendleton.in.gov](mailto:hurbanski@pendleton.in.gov)

### INSTRUCTIONS AND GENERAL INFORMATION:

- A. This form must be completed/signed in its entirety by the Deeded Owner and be legible.
- B. This form must be updated annually in accordance with IC 36-1-24-11 thru 19 and appropriate Municipal Code by the Deeded Owner.

### 1. OWNER INFORMATION

Name of Deeded Owner

Address of Deeded Owner

Telephone Number

Email Address

### 2. AGENT/MANAGEMENT INFORMATION

Name

Address of Agent/Management

Telephone Number

Email Address

### 3. RENTAL PROPERTIES INFORMATION

ADDRESS	STRUCTURE TYPE (single family, duplex, apartment, accessory dwelling, other)	IS THIS AN OWNER- OCCUPIED UNIT/PARCEL?	ZONING

### 4. SIGNATURE OF APPLICANT

I herby certify that the foregoing statements made by me are true. I understand that registering my rental property/properties is not evidence that my property/properties meet the requirements of correlating Ordinance(s), or is otherwise fit for human habitation. I have read, understand and will comply with the Short-Term Rental Registration Standards as listed in this packet.

Signature

Printed Name

Date